

## Staffing Guide

Position Description			<b>Vehicle Operator</b>		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> <li>Hours of Operation    ___x___</li> <li>Occupancy Rate        ___</li> <li>Seasonal/Peak Workload    ___</li> </ul>	<ul style="list-style-type: none"> <li>Staff Supervised        ___</li> <li>Facility Layout         ___x___</li> <li>Facility Size            ___</li> </ul>	<ul style="list-style-type: none"> <li>Facility Age             ___</li> <li>Logistics Support       ___x___</li> <li>_____</li> </ul>		
Workload/Staffing Comments:  Positions may be full time, part time, or flex. Positions normally assigned to Maintenance for control. Positions may operate under other departments.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
<b>Staffing Standard</b>	<b>Not Authorized</b>	* <b>1 (NA-4) authorized at 100+ rooms</b>	* <b>1 (NA-4)</b>	* <b>3 (NA-4)</b>	* <b>4 (NA-4)</b>
<b>Alternate Staffing Standard (If Required)</b>	<b>None</b>	<b>None</b>	<b>1 additional (NA-4) if there is a remote site more than 100 rooms</b>	<b>1 additional (NA-4) if there is a remote site more than 100 rooms</b>	<b>1 additional (NA-4) if there is a remote site more than 100 rooms</b>
Explanation of Alternative Staffing Standard:  <b>Remote site defined as a separate installation</b>					
Staffing Standard Footnotes * <b>Assigned to Maintenance for control, but may support other departments.</b>  <b>Level of installation or IMWRF logistical support will be direct impact on requirements.</b> <b>Additional staff may be required if hotel is required to provide shuttle service for student or patrons.</b>  <b>Higher grade requirements for this position must be justified locally (Copies of Job Descriptions attached)</b>					

